

Message Text

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ORIGIN SS-15

INFO OCT-01 EUR-12 NEA-10 ISO-00 SSO-00 CCO-00 NSCE-00
A-01 OC-06 CPR-01 SY-05 NSC-05 /056 R

DRAFTED BY S/S-S:RPERSIKO
APPROVED BY S/S-S:LREDDY
S/S:PTARNOFF
S:DSPIEGEL

-----261825Z 125912 /41

P 261453Z APR 77
FM SECSTATE WASHDC
TO AMEMBASSY LONDON PRIORITY
AMEMBASSY MADRID PRIORITY
AMEMBASSY TEHRAN PRIORITY

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E.O. 11652: N/A

TAGS: OVIP (VANCE, CYRUS) UK, SP, SZ, IR

SUBJECT:SECRETARY'S VISIT TO EUROPE AND IRAN
SECRETARIAT STAFF REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIAL FOR HIS USE, AND COORDINATES THE ACTIVITIES OF THE OFFICIAL PARTY. S/S ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO AND FROM THE PARTY (SEE SEPTTEL ON CABLE TRAFFIC) AND LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: A SECRETARIAT TEAM CONSISTING OF ONE OFFICER AND SECRETARY WILL PRECEDE THE SECRETARY TO CONSULT WITH POST IN ENSURING THAT ALL REQUIREMENTS ARE LIMITED OFFICIAL USE

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UNDERSTOOD AND ;ET. A SECOND TEAM WILL ARRIVE WITH THE SECRETARY. NAMES AND TRAVEL INFORMATION FOR TEAM MEMBERS WILL BE PROVIDED SEPTELS.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULL-TIME ASSISTANCE TO S/S FROM THE ADVANCE TEAM'S ARRIVAL UNTIL THE ADVANCE TEAM'S

DEPARTURE AFTER THE SECRETARY HAS LEFT. THIS MUST BE A MIDDLE-GRADE, SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT

POST TO HAVE A GOOD GRASP OF HOW THE EMBASSY AND HOST GOVERNMENT FUNCTION. HE OR SHE SHOULD BE FULLY READ INTO EMBASSY PREPARATIONS FOR THE VISIT (INCLUDING ALL SCHEDULE/SCENARIO DETAILS) AND PREPARED TO BRIEF THE S/S ADVANCE TEAM; AT THE AIRPORT UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED RELATED TO THE VISIT, INCLUDING NODIS, IS MAINTAINED FOR S/S ADVANCE TEAM. PLEASE CABLE NAME OF S/S LIAISON OFFICER.(ALSO SEE PARA 7)

4. MEDIA REPORTS; ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTER WILL BE NEEDED ON 24-HOUR BASIS. FIVE PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. THE S/S ADVANCE TEAM WILL INDICATE THE DATE AND TIME WHEN THIS SERVICE SHOULD START. POST SHOULD ARRANGE TO HAVE MACHINES RUN UNATTENDED BETWEEN 2300 AND 0500. THE FOLLOWING CRITERIA APPLY:

-- REPRODUCE EACH STORY - DO NOT FURNISH ORIGINALS TO S/S. EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT REPRODUCE TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

-- ON SECRETARY'S COPY ONLY (ITSELF A PHOTOCOPY OF THE ORIGINAL), ATTACH A ONE- OR TWO-SENTENCE SUMMARY OF EACH LIMITED OFFICIAL USE

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STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION. TYPED ON THREE-BY-FIVE INCH NOTEPAPER AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF EACH STORY.

-- INDIVIDUALS SUPERVISING THIS FUNCTION SHOULD CONFER WITH S/S ADVANCE TEAM TO ASSURE UNDERSTANDING OF PROCEDURES. THIS INDIVIDUAL SHOULD NOT BE THE S/S LIAISON OFFICER.

TEN COPIES EACH OF THE LEADING ENGLISH-LANGUAGE DAILIES, SUCH AS THE INTERNATIONAL HERALD TRIBUNE, SHOULD BE MADE AVAILABLE TO S/S BY 0600. TEN COPIES OF THE USIS WIRELESS FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED. US CURRENT NEWS WEEKLIES, I.E., TIME, NEWSWEEK, SHOULD ALSO BE MADE AVAILABLE.

5. THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE FOREIGN OFFICIALS WILL BE PREPARED IN DRAFT BY EUR, NEA

AND CARRIED BY THE S/S ADVANCE TEAM; THE EMBASSY WILL HAVE THE OPPORTUNITY TO SUGGEST CHANGES.

6. SPECIAL ATTENTION IS CALLED TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN/ LOGISTICAL CABLE. S/S ADVANCE TEAM WILL REVIEW THESE WITH POST ON ARRIVAL.

7. FOR MADRID ONLY: DUE TO THE SECRETARY'S TIGHT SCHEDULE THE S/S ADVANCE TEAM WILL BE LEAVING MADRID PRIOR RPT PRIOR TO THE SECRETARY'S ARRIVAL. IN ORDER TO PROVIDE BACK-UP AND ASSISTANCE TO THE S/S PLANE TEAM EMBASSY MADRID IS REQUESTED TO DESIGNATE TWO MIDDLE GRADE SUBSTANTIVE OFFICERS (ONE MAY BE THE S/S LIAISON OFFICER) AND TWO SECRETARIES (THESE MAY BE DRAWN FOR THE SECRETARIAL ASSISTANCE REQUESTED IN THE ADMIN. SUPPORT CABLE) TO BE TRAINED BY THE ADVANCE TEAM IN S/S PROCEDURES. ONE TEAM LIMITED OFFICIAL USE

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SHOULD BE AVAILABLE FROM ABOUT 3 PM, MAY 12 SECRETARY'S ARRIVAL UNTIL APPROXIMATELY 1 AM, MAY 13, THE OTHER FROM 5 AM UNTIL HIS DEPARTURE. PLEASE CABLE NAMES.

8. FOR LONDON - NOTE THAT BOTH S/S TEAMS WILL ARRIVE COMMERCIALY. SEE SEPTTEL FOR TRAVEL PLANS.

9. INSTRUCTIONS ON TRIP SCHEDULING AND SCENARIO PREPARATION WILL FOLLOW.

VANCE

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
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Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Document Unique ID: 00
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Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D770145-0491
Format: TEL
From: STATE
Handling Restrictions: n/a
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Page Count: 3
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Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: n/a
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Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
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Secure: OPEN
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Subject: SECRETARY'S VISIT TO EUROPE AND IRAN SECRETARIAT STAFF REQUIREMENTS
TAGS: OVIP, UK, SP, SZ, IR, (VANCE, CYRUS)
To: LONDON MADRID MULTIPLE
Type: TE
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